



Solar Application Packet

Section 101: Code Requirements

All schematics shall be drawn in accordance with the 2012 International Building Code Standards and to the 2014 National Electrical Code Standards. This must be clearly indicated on the plans. Failure to include information in the plans will result in delay of approval.

Section 102: Submission Requirements:

The following items shall be provided:

- A. Submittal of appropriate filing fees for the application. For residential: \$75.00 + 115% for any City third-party review. For residential inspections: \$75.00 for each inspection + 115% for any City third-party review. For commercial: \$75.00 + 115% for any City third-party review. For commercial inspections: \$100.00 for each inspection + 115% for any City third-party review.
- B. Copy of the application with all information filled out and all applicable signatures.
- C. Plans with appropriate dimensions
- D. Wiring schematics
- E. Attachment detail for roof modules
- F. Equipment details
- G. Manufacturer's installation instructions
- H. Location of main or utility disconnect
- I. Total number of modules, number of modules per string, & total number of strings.
- J. One-line diagram.
- K. Specify grounding/bonding, conductor types/sizes
- L. If batteries are to be installed, provide battery and battery enclosure, battery charge controller, and separate subpanel(s) for critical load circuits.
- M. Cut sheets for all equipment.
- N. Specify that labeling of all equipment to comply with Articles 690 & 705 of the 2014 National Electrical Code (NEC).
- O. Site diagram showing arrangements of modules on roof, including Fire Dept. access path and width, or ground, north arrow, lot dimensions, and distance from property lines and adjacent structures, if applicable.
- P. Type of roof covering, number of roofing layers and age of roof. If existing roof is nearing the end of normal life expectancy, a re - roof may be prudent prior to installing rooftop photovoltaics.
- Q. Type of roof framing (i.e. conventional or truss), size and spacing of roof framing members.

- R. Weight of modules, support locations, method of attachment and wind load design.
- S. Framing plan and any details relative for any work necessary to reinforce existing roof for additional loads to be imposed.
- T. Any relevant calculations.
- U. Location of all photovoltaic equipment on building.
- V. Where an approved racking system is used: Provide documents showing the manufacturer of the rack system, attachment method to roof or ground and product evaluation/structural design of the system.

Section 103: Submittal Review:

The application and associated materials will be routed for reviews. **This process will take a maximum period of fourteen (14) calendar days.**

A plan review sheet will be generated if there are comments. Comments will be sent to the applicant in order to respond to the plan review sheet. It is required the applicant respond in writing to address each comment on letterhead and provide the necessary documentation to show compliance with the issue. The applicant shall have six (6) months from the date on the plan review sheet to address all comments, provide documentation, and resubmit to the City. These shall be submitted electronically at planninganddevelopment@ci.elgin.tx.us. Failure to do so within this period results in expiration and a new application must be filed with the City.

The process of resubmittal and the City providing comments continues in this cycle until all comments have been addressed by the applicant and any applicable penalty fees have been paid to the City. **Additional resubmittals will take a maximum fourteen (14) calendar days.** Once complete, a building permit will be issued for the item.

Section 104: Contact for Inspection

The City does not have internalized building services and contracts this service to the following:

ATS Engineers, Inspectors, and Surveyors
4910 W. U.S. Highway 290
Austin, TX 78735
Phone: (512) 328-6995
Fax: (512) 328-6996

Payment must be submitted to the City for any inspection before any inspection can be scheduled.

Any inspections must be submitted to ATS Engineers by 4:30 P.M. Central Standard Time the day before the inspection, in order for any inspection to occur the next business day. **It is the responsibility of the permit holder to make inspection requests for each phase of construction prior to proceeding with construction** This must include the name and phone number of the permit holder, the physical address of the permitted project, and the type of inspection needed. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

Section 105: Right of Entry and Inspection

The City and its representatives have the right to enter the premises at reasonable hours to review any work associated with the permit. Failure to allow entry may result in a stop work order or any other penalties as allowed by law.

Section 106: Results of Inspections

When conducting inspection's, the inspector shall either pass or fail the inspection. If the inspection is passed, then construction may continue to proceed until the next inspection is required by the City. If the inspection is failed the inspector will provide a sheet indicating what shall be remedied before a second inspection can be completed. **Failure of inspection will require payment of another inspection fee with the City before it can be rescheduled.**

Section 107: Issuance of Approval

Once all inspections have been passed by the City, it will issue approval to the applicant. This is the authorization for usage of the solar equipment.

SOLAR PANEL APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____

Cost of Construction: _____

APPLICANT

Contractor License Number: _____

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

_____	_____	_____
Signature	Printed Name	Date

PROPERTY OWNER

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

I have reviewed and approved this request.

_____	_____	_____
Signature	Printed Name	Date



310 North Main Street
P.O. Box 591
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com

ELECTRICAL CONTRACTOR

License #: _____; Expiration Date: _____

Business Name: _____

Contractors Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____;

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AFFADAVIT FOR HOMESTEAD

This document must be presented with a printout from the applicable County Appraisal District website stating the owner’s name, property address, and homestead exemption.

I hereby swear or affirm that the work I propose to do is on a property owned by me and claimed as my homestead. This property is owned by myself and is my principal residence and is not a rental property or a secondary residence as of the date of signature and during the life of the work. All work will be performed by my own hands. I will not contract or subcontract the work. All work I propose to do will be in conformance with the City adopted International Codes and other applicable city ordinances. I affirm I have read, and fully understand the above and swear or affirm under Oath that I qualify for a homestead.

Date: _____

Owner’s Address: _____

Owner’s Printed Name: _____

Owner’s Signature: _____

FOR NOTARY USE ONLY

The State of _____

BEFORE ME, the undersigned authority, on this day personally appeared, _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes herein expressed.

GIVEN UNDER MY HAND AND SEAL, this the ____ day of _____, 20____.

_____ Notary Public for the State of _____

_____ Print Name

My Commission Expires: _____

PLACE SEAL



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